



# ERASMUS+ INTERNSHIP

2019-2020 Academic Year





# ERASMUS+ INTERNSHIP

## What is Erasmus+ Internship?

- Also known as KA103 Internship
- An internship (work placement) abroad in an enterprise or any other relevant workplace.



- The internship does not have to be a mandatory component of the student's educational program, but the economic sector the student works at should be closely related to it.
- **The internship must be at least for 60 days, and it can be up to 12 months.**





# ERASMUS+ INTERNSHIP

## Where to Intern?

- Erasmus+ Internship enables you to spend an internship period in an enterprise or organization in one of the Program Countries (i.e. Member States of the European Union, Macedonia, Iceland, Liechtenstein and Norway); public or private organizations active in the labor market.
- Students can intern at companies, education institutions/centers, research centers/facilities or any type of organization that is classified as “business enterprise” by the Erasmus+ Program Guide.
- Students will have to find their work placements independently.





# ERASMUS+ INTERNSHIP

## Where to Intern?

- The following types of organizations are not eligible as receiving organizations for student traineeships:
  - European Union institutions
  - Organizations managing EU programs
  - National diplomatic representations (embassy and consulate) of the home country of the student
- Laboratory work, scientific research, or analysis projects **are not** accepted in Erasmus+ Internship program. Students need to practice professional activities and internship must be carried out as the economic provisions in the relevant sector.
- For example, working at a company's R & D department for product development and working at a university's research center for a company's project on product development could be considered as internship.







# ERASMUS+ INTERNSHIP QUOTAS

**Faculties / Institutes**      **Estimated quota (for approx. 2 months duration per person)**

CASE	3
CE	3
CS	3
CSSH	3
SON	3
SOM	3
CL	3
GSSE	2
GSSSH	2
GSB	2
GSHS	2
TOTAL	29

\*Unused quotas of faculties/institutes will be transferred to other faculties/institutes in case more eligible applications are received.

\*\*Quotas and estimated duration (min. 2 months) of internship might change based on the availability of funds and number of applications received.





# ERASMUS+ INTERNSHIP IMPORTANT DATES

10/12/18

Announcement of the program

18/02/19 - 18/03/19

Online Applications

22/03/19

Applications Sent to the Selection Committee

29/03/19

Announcement of Results

29/03/19-12/04/19

Submit request for cancellation or commitment letter submission

12/04/19-15/04/19

Placement of wait listed students in case of cancellation

30 weekdays before the internship starts

Students Hand in the required documents for Erasmus+ Grant





# APPLICATION

Done via <https://kuapp.ku.edu.tr>

## Who is Eligible to Apply?

- Students must be registered in a higher education institution and enrolled in studies leading to a recognized degree or other recognized tertiary level qualification (up to and including the level of doctorate).
- The applicants must have not participated in the Erasmus+ & Erasmus+ Worldwide program (study and internship) for more than 10 months in their current cycle (Bachelor/ Masters/PhD).
- A student can attend any Erasmus+ program for a maximum of 12 months during any study cycle (Bachelor/Masters/PhD), so the applicants must not have already attended in an Erasmus+ program for more than 10 months.
- However, this rule is different for programs such as integrated PhD programs and for programs that two cycles of study are combined such as Medicine. The max. duration of mobility for such programs is 24 months in total.





# APPLICATION

- Undergraduate students must have completed at least two regular semesters (remedial and prep excluded) with a minimum GPA of 2.20. Graduate students must have completed at least one regular semester (remedial and prep excluded) with a minimum GPA of 2.50.
- Language Requirement: Koç University Institutional TOEFL (550 PBT), TOEFL (550 PBT/ 80 IBT) or IELTS Score Card (min. 6.5) (valid for 2 years after the test date)
- Traineeships after graduation are possible provided that the application was concluded while the applicant was still registered as a full time student and the traineeship must be concluded at most 12 months after the date of graduation. For more details, please consult the EU website: [ec.europa.eu](http://ec.europa.eu)







# APPLICATION DOCUMENTS

- A 2-month-period Acceptance Letter from the host organization
- Most recent Transcript
- A valid English Language Proficiency Certificate (TOEFL IBT min. 80, KOÇ TOEFL/TOEFL PBT min. 550, IELTS min. 6.5) (valid for 2 years after the test date)
- Resume (CV)
- Special Needs Statement & Proving documents (if applicable)
- Substitutive documents for children of martyr and veteran people (if applicable)
- Substitutive documents for students who are covered by the 2828 numbered Social Services Law (if applicable)





# SELECTION

Selection is done based on 50% Academic achievement (GPA) and 50% Language score.

Criteria	Points
Previous participation in Erasmus+ program	-10 points
Participation in birth country	-10 Points
Not attending the required orientation/pre-departure orientations organized by OIP in previous Erasmus+ mobility exchange	-5 Points
Students with special needs	+10 points
Children of martyr and veteran people	+15 points
Students who are covered by the 2828 numbered Social Services Law	+10 points





# SELECTION

If an application and selection round for Erasmus+ Study and Internship program takes place at the same time, and if a student applies to both programs at the same time, then the following applies:

- If a student has not participated in an Erasmus+ program before: 10 points are deducted from the student's overall score for one of the programs (either study or internship), and the student selects the program for deduction to be implemented. The student informs OIP about this decision via a written petition.
- If a student has participated in an Erasmus+ program before: 10 points are deducted for the program that the student has participated before and 20 points are deducted for the other program that the student applies.
- If a student is doing a double major and wants to apply for Erasmus+ program for both of the majors during the same application round, then 10 points are deducted from the student's overall score for one of the majors, and the student selects the major for deduction to be implemented. The student informs OIP about this decision via a written petition.





# SELECTION

- All applicants are ranked from the highest to the lowest score by faculty, and the top scoring students are selected depending on faculty quotas, by the selection committee.
- Results are notified to all applicants in written format via:
  - OIP's website
  - e-mail
  - OIP board
- Students have to hand in their **Commitment Letter** in order to officially accept their placement.





# ANNOUNCEMENT OF RESULTS

## On the kuapp system:

- "**Coordinator Approved**" notification on your KUAPP account means that your documents are checked and approved. It does not mean that you are selected for now!
- If your status has been changed to "**Accepted**," congratulations!
- If your status has been changed to "**Substitute**," you are wait-listed for all of your preferences, not just for one that we have determined randomly. These students will be placed after the students who have already been placed do not turn their commitment letters in the office and therefore declare that they reject their selected mobility.







# AFTER PLACEMENT

- Only students who have signed and submitted the [Erasmus+ Commitment Letter](#) will be eligible to participate in the program.
- To cancel your application after submitting the Student Commitment Letter, you need to bring a [petition](#) to the office.





# BEFORE MOBILITY DOCUMENTS

## Before Mobility document to be submitted:

- Erasmus+ Internship Commitment Letter
- Learning Agreement for Traineeship (Electronically filled out)
- Insurance Coverage
  - Health insurance coverage
  - Liability insurance coverage
  - Accident insurance coverage
- Grant Agreement
- Roadmap for Students with Special Needs (Students with special needs should follow the steps described in the roadmap)
- Online Linguistic Support (OLS)
- Grant Agreement





# DURING & AFTER MOBILITY DOCUMENTS

## **During Mobility document to be submitted:**

- Learning Agreement for Traineeship – During Mobility part (If any changes have been made in the Learning Agreement)

## **After Mobility documents to be submitted:**

- Learning Agreement for Traineeship – After Mobility & Evaluation of the trainee section
- Certificate of Participation
- Copy of passport pages that show the entrance and exit dates to the host country
- Fill online EU Survey (will be sent via e-mail)
- 2. Online Linguistic Support (OLS) (if applicable—N/A if the first OLS score is C2)





# RECOGNITION OF ERASMUS+ INTERNSHIP

IF YOUR INTERNSHIP WILL BE TRANSFERRED AS AN COMPULSORY INTERNSHIP :

- You are advised to get in touch with your faculty before you start your internship in order to register for an internship course at KU before your departure. Please inform OIP if your internship is accepted as “compulsory” by your faculty before starting your internship abroad.

IF YOUR INTERNSHIP WILL BE A VOLUNTARY INTERNSHIP :

- If the internship is on voluntary basis, OIP will notify the registrar office about the successfully completion of internship therefore the internship will be stated on the diploma supplement of the student. Please also check-in with the Registrar’s Office 2-3 months after your return.





# GRANT

- The number of grantees is determined by the National Agency in accordance with the grant allocated to the country for the year.
- 70% of the grant is paid before departure in 45 days following the submission of “before mobility” documents to OIP.
- 30% is paid after the student submits all required documents, depending on the mobility duration as verified by the Certificate of Attendance and passport entry/exit dates, and taking into account the student's level of success and fulfilling their responsibilities.
- Payments are made in Euros, which requires a Euro bank account in Yapi Kredi Bank.
- However, it should be noted that the students have to go through the same application & selection procedures and also submit the required documents (before-during-after mobility) to OIP.







# ZERO-GRANT PARTICIPATION

- Students are able to participate in Erasmus+ Internship program without receiving a grant.
- However, it should be noted that the students have to go through the same application & selection procedures and also submit the required documents (before-during-after mobility) to OIP.





# GRANT

<b>Country Groups</b>	<b>Host Countries</b>	<b>Monthly Grant (Euro)</b>
1st and 2nd Group Program Countries	UK, Denmark, Finland, Ireland, Sweden, Iceland, Liechtenstein, Luxemburg, Norway, Germany, Austria, Belgium, France, South of Cyprus, The Netherlands, Spain, Italy, Malta, Portugal, Greece	600€
3rd Group Program Countries	Bulgaria, Czech Republic, Estonia, Croatia, Latvia, Hungary, Macedonia, Poland, Romania, Slovakia, Slovenia, Turkey	400€





# DISABILITY GRANT

- Additional grants are available for students with disabilities and health conditions wishing to participate in an Erasmus+ placement and where participation would not be possible without extra financial support.
- The allowance is offered when disabilities or health conditions lead to additional mobility costs, which exceed the maximum grant allocations allowed, and which cannot be recovered from other sources. The grant covers approved actual costs.
- Applications for the Erasmus Disability Grant must be submitted to OIP prior to the start of the mobility.





# GRANT DEDUCTION & REPAYMENT

- Staying less than 2 months will result in repayment of the initial grant (70%) to Koç University.
- Leaving the host country for more than 7 days (including weekends) will result in deduction/repayment of the grant according to the number of days spent in another country
- Failure to submit the Certificat of Participation will result in the mobility being considered invalid and repayment of the initial grant (70%) to Koç University.
- Failure to complete the OLS test and/or EU Survey after mobility will result in 5% deduction of the total grant.
- If there is a “Force Majeure” (mücbir sebep)\*\* and it is approved by the Turkish National Agency (OIP gets in touch with the Agency to get approval), the student will only receive the grant for valid days of mobility. If the students returns home without getting in touch with OIP first, the mobility will be considered invalid and the student will be asked to return the initial grant (70%) to Koç University.

\*\*Force Majeure (mücbir sebep): Family issues, Health problems, Natural disaster, etc.





# IMPORTANT NOTES

- Students who are selected but not placed in an internship program due to insufficient funds or other reasons do not acquire a “vested right” to be sent the next year. Students are independently reviewed, assessed and selected every time they apply.
- Students may not be selected for an Erasmus+ internship if no host organization is available.
- Students are responsible for passport and visa applications, other procedures for traveling abroad, and finding accommodation.
- Students should apply to Faculty Academic and Administrative Assistants in order to request early final in case exam dates clashes with the internship dates.







# PASSPORT & VISA



- If you do not have a passport, get an official student letter via e-devlet. You may use it for passport fee exemption.
- Visa: Please make sure that you know the visa application requirements for that country.
- Consulates often require a Letter of Acceptance (signed and stamped) and a letter proving your financial capacity.





# STAY IN TOUCH

For further information about the program please visit  
[OIP Erasmus+ Internship website](#)

Contact us for being a part of this adventure and receive detailed information:

E-mail: [kuapp@ku.edu.tr](mailto:kuapp@ku.edu.tr)

Office Hours:

**From Monday to Friday (11:30-12:30 & 14:00-15:00)**

Office of International Programs

Student Center -3 B396

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